



School
Dunedin Rudolf Steiner
Learning with head, heart and hands

Procedures for Dealing with a Protected Disclosure

Introduction: The Protected Disclosures Act requires that public sector organisations such as schools have an internal process that staff can use if they wish to make a protected disclosure. The following procedure provides this process.

Guidelines:

1. Disclosures are made to the Protected Disclosures Recipient (PDR). The Principal is the Protected Disclosures Recipient.
 2. The Protected Disclosures Recipient will:
 - a. Ensure that all discussions are carried out in a manner that protects the confidentiality of the discloser.
 - b. Inform the discloser of the protections they have and any possible reasons that the information may identify themselves
 - c. Remind them that the protections only exist if the allegation is made in good faith.
 - d. Inform them of the scope of the protections available to them under the Act and refer them to the document Protected Disclosures Act 2000 - Information for Staff.
 3. The PDR needs sufficient information to decide if the disclosure fits into the category of serious wrongdoing and to investigate the allegation.
 4. The PDR discusses with the discloser the steps to be taken to investigate the wrongdoing.
 5. The PDR investigates the allegations and decides what further action is necessary.
 6. The PDR Meets the discloser and shares the recommended action.
 7. The PDR keeps confidential notes of all meetings.
 8. The PDR refers to appropriate authority.
 9. A discloser / complainant may approach an appropriate external authority themselves, if after 20 days the above steps have not been taken.
 10. Staff are informed regularly of this Act.
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Signed.....

Date.....

15.9.2023

Print name

Anna Noble

Date to be reviewed

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